



# **Sharman's Cross Junior School**

# **TECHNOLOGICAL DEVICE POLICY**

## **Introduction**

Technology is a wonderful thing - it allows us to document, share and keep in touch. We also know that in Sharmans Cross Junior School, it is something that we need to manage particularly carefully. It is important for us to share with you the Sharmans Cross Junior School policy on mobile phone/iPads and a range of other technologies so that you know how important it is to us. It also demonstrates that we are proactive in our management of use of personal mobile phone/iPads and cameras (including other technology with camera devices) for everyone's safety going forwards.

The concerns around use of mobile phone/iPads are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phone/iPads around children
- The inappropriate use of mobile phone/iPads by anyone

### **1. Use of personal mobile phone by staff, students and volunteers**

Sharmans Cross Junior School recognises that staff, students and volunteers may wish to have their personal mobile phone at work for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phone have the potential to be used inappropriately and therefore Sharmans Cross Junior School management has implemented the following policy:

Personal mobile phones should be locked in an office or desk drawer. It is the responsibility of the individual to ensure devices are kept secure. It is strictly forbidden to use devices in the vicinity of children. They should only be used in the staff room. The site manager has been provided with a school mobile phone which can only send and receive calls/messages and does not have a camera or capacity to access the internet. The site manager has permission to use this mobile phone only and will make/take calls in the office, staff room or outside of the building and always away from children.

All devices should be turned off during directed time unless specific permission has been given by the Head Teacher. They should only be used whilst staff are on breaks or outside of working hours unless the Head Teacher has agreed differently.

Staff, students or volunteers who ignore this policy and use a mobile on Sharmans Cross Junior School premises outside of these restrictions may face further action which could include disciplinary action.

Sharmans Cross Junior School main telephone number (0121 705 2379) can be used for emergencies by staff or volunteers or by people who need to contact them.

Out of professional courtesy, mobile phone should be turned off during staff meetings, unless an agreement has been made with the Head Teacher.

In circumstances such as outings and off site visits, staff will agree with a member of SLT the appropriate use of personal mobile phone in the event of an emergency.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Managing Allegations' process will be followed (please see separate policy).

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

Under exceptional circumstances, a member of staff can request that their phone be turned on and accessible during the school day. Such a case needs to be discussed and agreed with the Head Teacher.

## **2. Use of personal mobile phone/iPads and cameras (or other technology with camera devices) by parents/carers and visitors**

Sharmans Cross Junior School recognises that visitors may wish to have their personal mobile phone/iPads with them for use in case of emergency or in the case of an external agency, to teach with. Mobile phones should be turned off. This is made clear as visitors sign the attendance book.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phone/iPads have the potential to be used inappropriately and therefore Sharmans Cross Junior School has implemented the following policy:

Mobile phone/iPads and cameras (or other devices with cameras) should only be used in areas where there are no children, off site or in our staff room unless iPads/cameras

are being used as a teaching resource. It is permitted for an external agency e.g. SMS or SISS (who have DBS clearance) to use iPads within school.

Contractors, music service or other site staff workers (who are present during times when children are at the school) should inform the office on entry if they plan to use their mobile phone/iPads whilst in school. Reasons for use may be necessary e.g. to photograph work or repairs or take work related calls. This should be agreed by a member of SLT prior to commencing work.

Sharmans Cross Junior School's main telephone number can be used for emergencies.

Photographs of children at Sharmans Cross Junior School or Sharmans Cross Junior School events must NOT be taken by parents/carers or visitors (in accordance with the 'Data Protection Act 1998') and posted on social networking or any other websites. Photographs/videos can be taken for personal use only. Reminders will be given at the beginning of each performance.

In circumstances where there is a suspicion that the material on a mobile phone/iPad may be unsuitable and provide evidence relating to a criminal offence, the 'Managing Allegations' process will be followed

Visitors remain responsible for their own property and will bear the responsibility of any losses.

### **3. Use of Sharmans Cross Junior School cameras (or other technology with camera devices) and recording equipment**

Sharmans Cross Junior School provides cameras and iPads for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

Only the cameras, iPads and recording equipment belonging to Sharmans Cross Junior School may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events. Images once used, printed or developed should be removed from cameras or iPads and stored on the network to ensure that they are stored safely and securely. Any images of pupils must be deleted/shredded once pupils have left the school.

Images must be used in accordance with the Data Protection Act 1998. External use of images of children must only be used in line with parental choices, e.g. for reasons such as Twitter, website.

Cameras, iPads and recording equipment should, wherever possible, be used when two or more staff members are present. The use of camera devices in areas where intimate care is carried out is strictly forbidden. On residential trips, pupils are allowed to take a camera, however, warnings will be given about appropriate use which will also be detailed on the risk assessment.

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'body map' must be used (see Child Protection Polic).

If, at any time, there are concerns over use of mobile technology by anybody in school then this should be reported to a member of SLT.

#### **4. Use of personal mobile phone/iPads and cameras (or other technology with camera devices) by pupils**

Pupils of Sharmans Cross Junior School are not permitted to bring mobile phone/iPads, cameras (or other devices with cameras) in to school unless specific permission has been given by the Head Teacher. If permission is given, e.g. in cases where children walk to school, then this must be handed to the class teacher and locked in his/her drawer. Pupils must not carry their devices with them.

June 2015

Signed

Head teacher

Chair of Governors